OFFICE OF THE CITY CLERK – PROJECTS and STATUS

2015 City General Municipal Election
Official canvass activities took place this week including the Roster Reconciliation, Provisional Ballot and Vote-By-Mail Envelope Reviews. The final ballot tally was conducted on May 28. Certification of the results will be presented to the City Council for adoption.

Staff began the poll worker payroll process this week, conducted the de-processing of poll worker supplies, conducted inventory, and began writing after Election action reports.

In-House Elections
Staff canvassed the ballots for the Board of Deferred Compensation Administration DWP Active Participant and the Retired Participant Representatives on May 27.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	0/5
Number of Notices/Publications	20
Number of Contracts Attested	32
Number of Council Files Created	118
Number of Claims Received	86
Number of Referrals	49
Number of Council Meetings	3
Number of Committee Meetings	3

TOP ITEMS

- *Final Tally and Certification of the General Runoff Election Completed*

- *Council/Committee Meetings Cancelled Due to an Issue with Posting Agendas to the City's Calendar*

- *Council District 4 and 8 Transition Meetings Held*

Searchable Council Files - A Commercial-Off-the-Shelf (COTS) software product has been implemented to convert council reports scanned documents into text searchable files. Documents submitted by departments through the Council Agenda Builder System (CABS) no longer requires departments to index the files prior to uploading them into the City Clerk system.

Electronic Forms Tools - Staff is in the process of evaluating an electronic form tools that have a workflow feature built into the product. A demo was given by the vendor earlier this week. LaserFiche and IBM will be demonstrating their product later this week.   This is an effort to find a lower cost and more robust product than our current solution.

Neighborhood and Business Improvement Districts - Staff met with the Clean Streets Initiative Group and with the CAO representative on the City Council livability and clean streets initiatives.

Fiscal - Staff provided Trust Fund balances to the CLA's Office, processed graffiti restitution payments, and collaborated with Controller staff on the development of a pilot program for streamlining the Will-Call Check request process for Council and Mayor which was also presented at the Mayors monthly support services meeting.

General City Purposes (GCP) - Staff received 30 GCP allocation requests, processed 31 invoices for payment, and drafted 1 restated and amended agreement.

Personnel - Staff coordinated confirmation with all Chiefs of Staff from Council, Mayor and CLA regarding participation in the 2.75% increase to take place in June 2015. Staff also coordinated the logistics and meeting schedules for the transition of Council Districts 4 and 8.

Significant Archives Research - Council District 2 inquired about council files pertaining to the Central Receiving Hospital in the 1960s and 1970s. The Information Technology Agency researched the history of the ordinances relating to cable and antenna franchises.

Public Outreach - The Division solicited the subscribers to our records destruction notifications for input on possible revisions to the City's records management program.

Special Project (Film Conversion) - The Division is securing Authorities for Expenditure to convert archival film to a video format. Conversion will be completed during fiscal year 2015/16.

ISSUES

Council Agendas Posting Problem - Due to Brown Act requirements, a Council Meeting and an Economic Development Committee meeting was cancelled as a result of system problems which prevented the automatic posting of agendas to the City's website. The Information Technology Agency has identified the problem and is working on a permanent solution.

UPCOMING. . . .

Election Code Change Recommendations - Research has started in preparing recommendations for Election Code changes.